### SEMS EOC COURSE

Chapter Two: Visuals

OES / CSTI 2003

#### **Overview of Chapter Two:**

- This Chapter is subdivided into 4 Sections
- Each Section describes both common and varying features of EOCS at the following SEMS Levels:

Section One: Local Government EOC

Section Two: Operational Area EOC

Section Three: Region (REOC) EOC

Section Four: State (SOC) EOC

#### Section One: Local Government EOC:

- LocalGovernments are:
  - Cities
  - Counties
  - Special Districts





- Must use all SEMS
   Functions as needed
- Must comply with SEMS Regulations
- Must use existing fire and law enforcement mutual aid systems

- Must practice interagency coordination
- Must establish communication with the field level and with DOCS if used

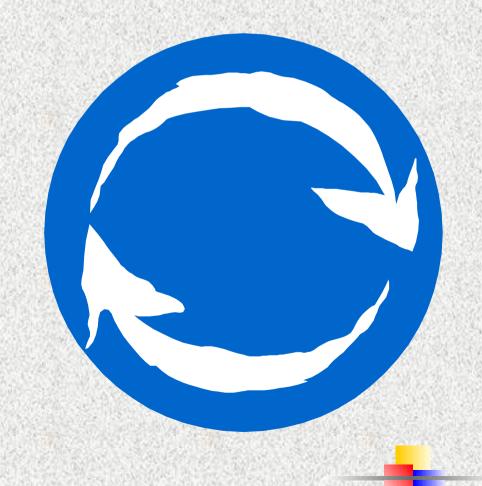
### Activating the Local Government EOC:

- 3 Levels of activation (see Chapter One)
- Develop your own
   procedures consistent
   with SEMS
   Regulations





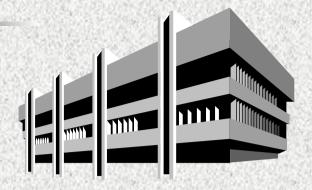
- Once again...centralized emergency management!
- Serves the needs of the jurisdiction or special district
- Coordinates with other governments and the Operational Area EOC



# The Department Operations Center (DOC):



- Facility used by a single discipline
- Manages the field response for that discipline only
- Coordinates with the jurisdiction's EOC



#### **LOCAL GOVERNMENT EOC**



#### LAW ENFORCEMENT DOC



**FIELD RESPONSE** 







- Management:
  - Establishes overall policy and determines operational priorities
- Operations:
  - Implements the EOC **Action Plan**



- Collect, analyze, distribute information
- Facilitate the Action Planning Process
- Develop and distribute the EOC Action Plan

#### **♦** Logistics:

 Provide supplies, services, personnel, facilities, and equipment, in support of the response



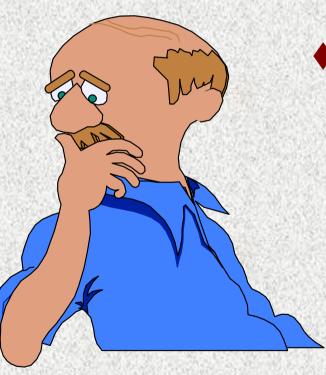


- Provides for time-keeping, cost accounting, and financial record-keeping during the response
- Oversees fiscal recovery activities



### Standard Terms and Definitions

- What are:
  - Sections?
  - Branches?
  - Groups?
  - Units?



- ♦ What are:
  - Leaders?
  - Chiefs?
  - Coordinators?
  - Supervisors?

### Organizing Staff Within the EOC:

- Organizing staff
   effectively promotes:
  - Efficient tasking
  - Proper span of control
  - Appropriate lines of authority

- Recommended Hierarchy:
  - Section
  - Branch
  - Group
  - Unit

### Organizing Functions in the EOC:

Alternative -A-

Alternative -B-

Alternative -C-

**Operations Section** 

Fire & Rescue

**Suppression** 

**EMS** 

HazMat

**USAR** 

**Operations Section** 

Fire & Rescue Branch

**EMS Branch** 

HazMat Branch

**USAR Branch** 

**Operations Section** 

Fire & Rescue Branch

**EMS** 

USAR

HazMat Branch



# Small Local Government EOC: vs. Large Local Government EOC:

**EOC** Director

**Operations** 

Planning Intelligence

Logistics

Finance
Administration



REFER TO PARTICIPANT

MANUAL ...Pages 33 & 34.

### **EOC Staffing Progression:**

- Activation / Initial Operations Period:
  - EOC Director, Section
     Coordinators as needed
  - Information gathering
  - Further determination of staffing needs
  - Initial support to field elements

- Second Operations Period:
  - Additional Management
     Staff as needed
  - Branches / Units
     established in Operations,
     Planning Intelligence and
     Logistics
  - Cost / Time-keeping Units established in Finance Administration

### **EOC Staffing Progression:**

- Sustained **Operations:** 
  - All SEMS Functions staffed as required
  - Relief schedules maintained

- Demobilization:
  - Determined by field support needs
  - "Response Operations" diminish
  - "Recovery Operations" intensifies
  - Finance Administration function enlarges and intensifies

#### Role of the EOC Director



- Overall responsibility for accomplishing EOC mission
- Overall authority to manage emergency response
- Is accountable to policy executives

# Role of the General Staff (Section Coordinators):



- Provide direct oversight for all section staff
- Responsible for completing Action Plan goals and objectives
- Must promote interagency coordination

## Inter-agency Coordination Means Working Together To:

- Establish response priorities
- ◆ Facilitate effective communication
- Allocate resources
- Develop strategies
- Share information



#### **Special District EOC**



- Special Districts are defined as "local governments" in SEMS
- Priority is to restore
   Special District services or operations to normal
- Coordinates with other local government EOCS

### **Special District Coordination:**

- Special District Serves#1 Jurisdiction:
  - Special District
     provides an agency
     representative in the
     jurisdiction's EOC

- Special District Serves
   Multiple Jurisdictions:
  - Special District provides agency representatives to each jurisdiction, or...
  - Provides one agency representative at the Operational Area EOC

### Other Ways To Coordinate With Special Districts?



How does your jurisdiction or district promote and maintain inter-agency coordination?

# Coordinating with Community-Based Organizations

- Organizations that have a key role in response operations should be represented in the Local Government EOC
- If the organization serves the entire county, they should be represented at the Operational Area EOC



### Mutual Aid Systems in the EOC:

- Mutual Aid Systems may be coordinated at the EOC
- If not coordinated at the EOC, mutual aid status and information should be available through
   Branch Coordinators in Operations
- Resources not
   available through
   mutual aid channels
   may be ordered
   through the EOC
   Logistics Section

### Coordination Between SEMS Levels is Essential:

State (SOC) Level



**Region (REOC) Level** 

- **♦ For Effective Response**
- For Rapid Mobilization
- To Effectively Allocate
   Resources



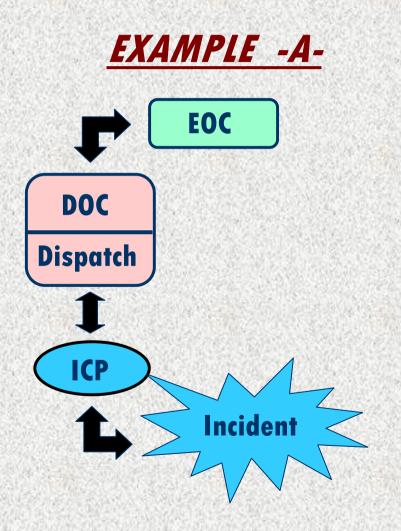


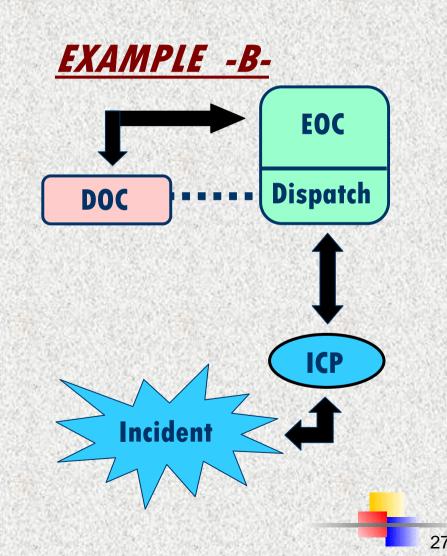


## **EOC Coordination with Field**Incident Commands:

- When Local Government EOCS are activated, communication and coordination with the field must be established and maintained
- Policy authority remains at the EOC
- Authority to implement agency policy can be delegated to Incident Commanders in the field

### Single Discipline / Jurisdiction Linkages; EOC to Field:



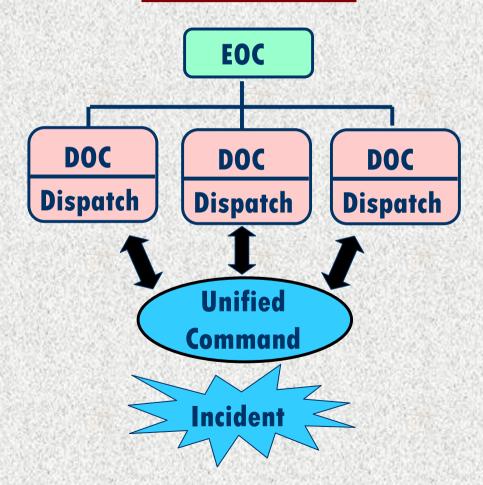




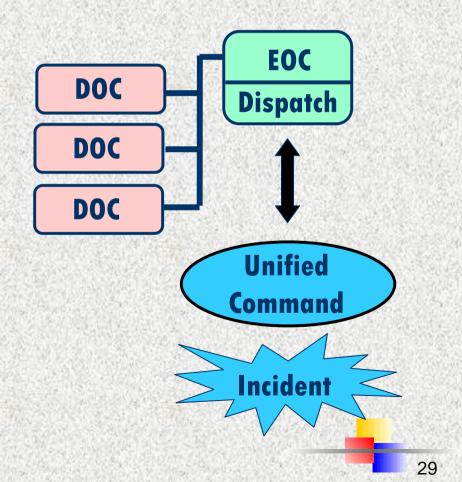
- Involved agencies form a Unified Command
- Operate from a single command post
- Utilize a single Incident Action Plan (common strategic objectives)
- ◆ Typically have a single Operations Chief

### Multiple Disciplines / Unified Command Linkages with the EOC:

EXAMPLE -A-

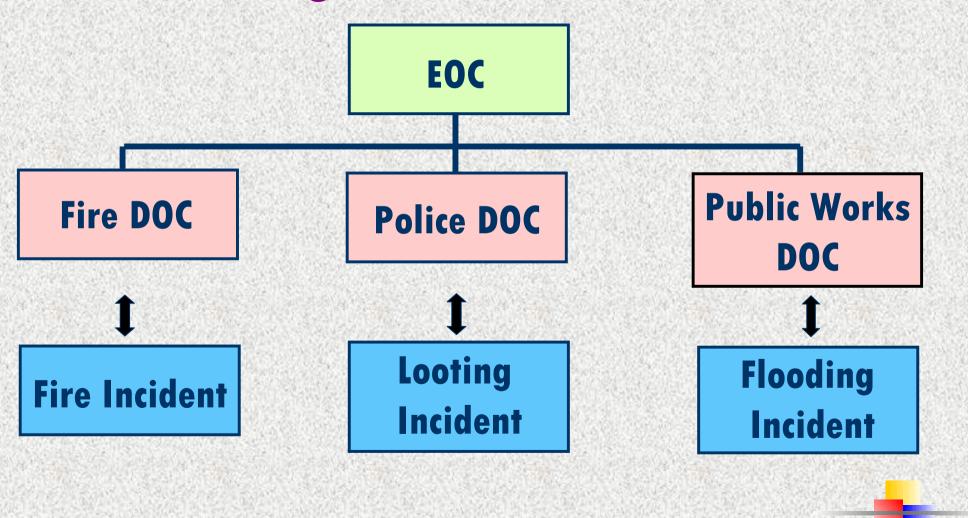


EXAMPLE -B-

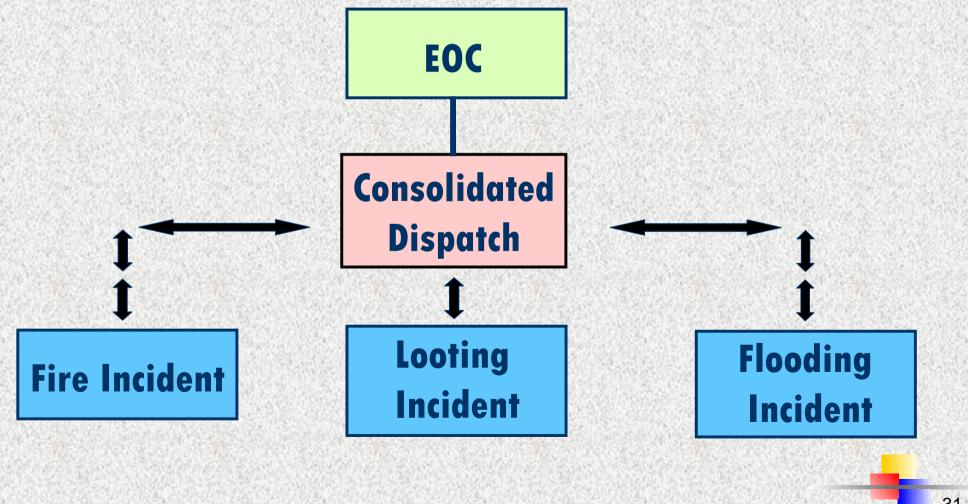




#### Multiple Incidents/ Single Jurisdiction



#### Multiple Incidents/ Single Jurisdiction:

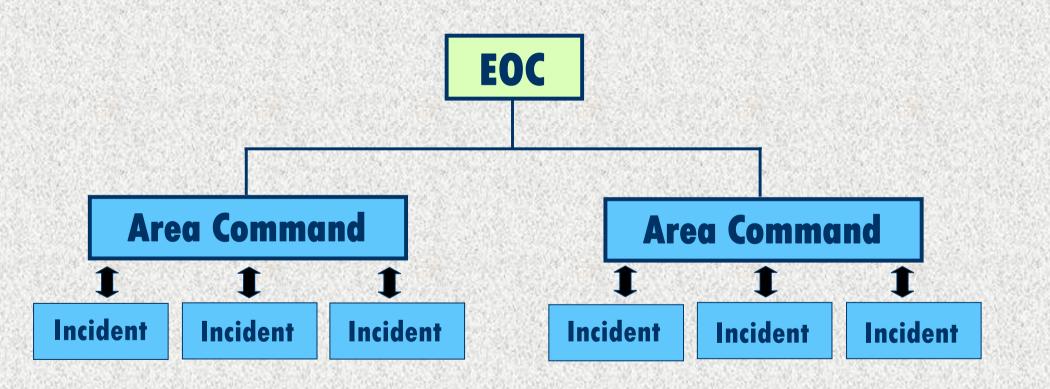




- Area Command can provide oversight for multiple incidents being managed by individual Incident Command organizations.
- This generally occurs in larger jurisdictions where span of control and resource management can be problematic
- ◆ Area Command does not replace the EOC
- The EOC retains policy authority



### EOC / Area Command Relationship

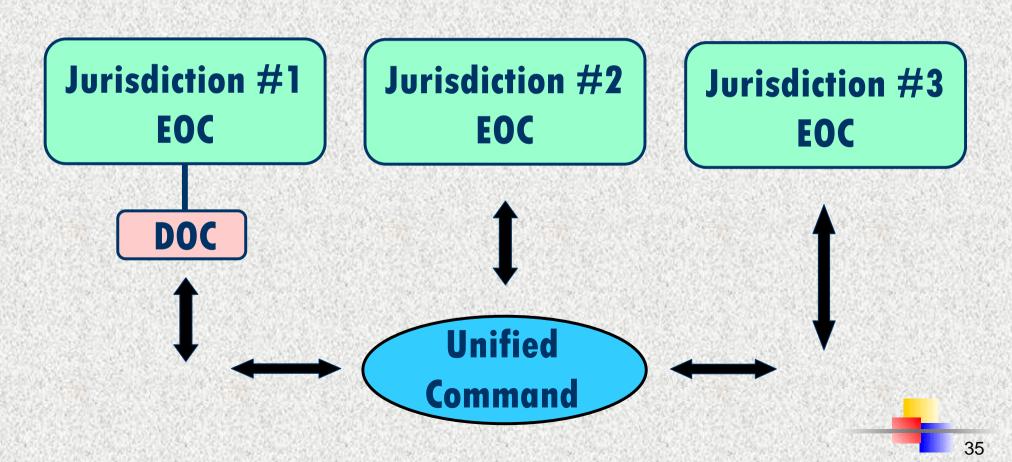


### What Happens When More Than One Jurisdiction is Involved?

- It is recommended that multiple jurisdictions responding to the same incident form a Unified Command or Unified Area Command
- Unified Command facilitates inter-agency coordination at the field level
- Jurisdictions must coordinate directly with their respective EOCS

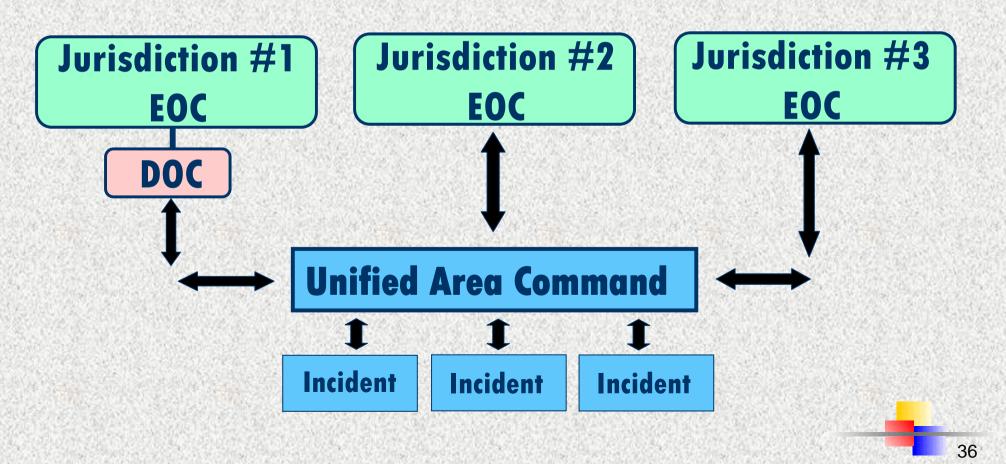
### Multiple Jurisdiction Incident Response and the EOC

#### **Unified Command:**



### Multiple Jurisdiction Incident Response and the EOC

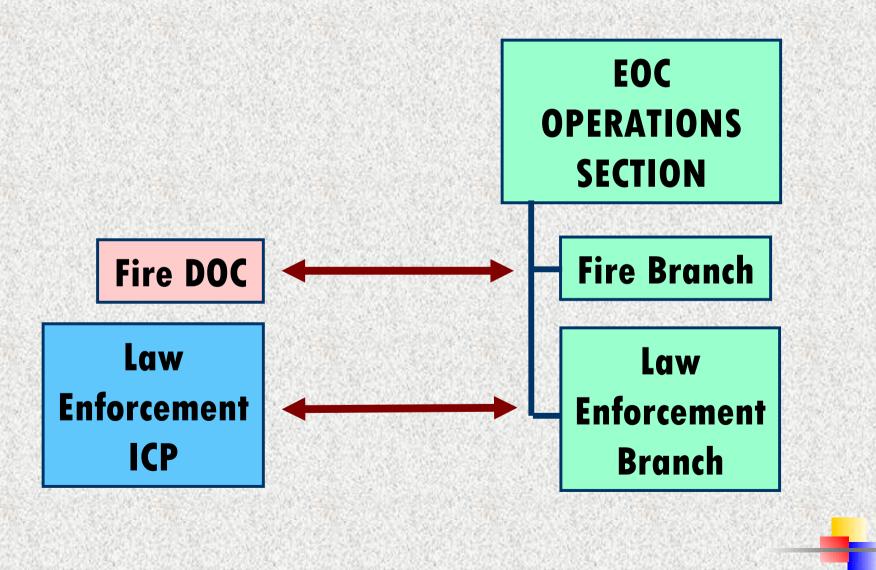
**Unified Area Command:** 

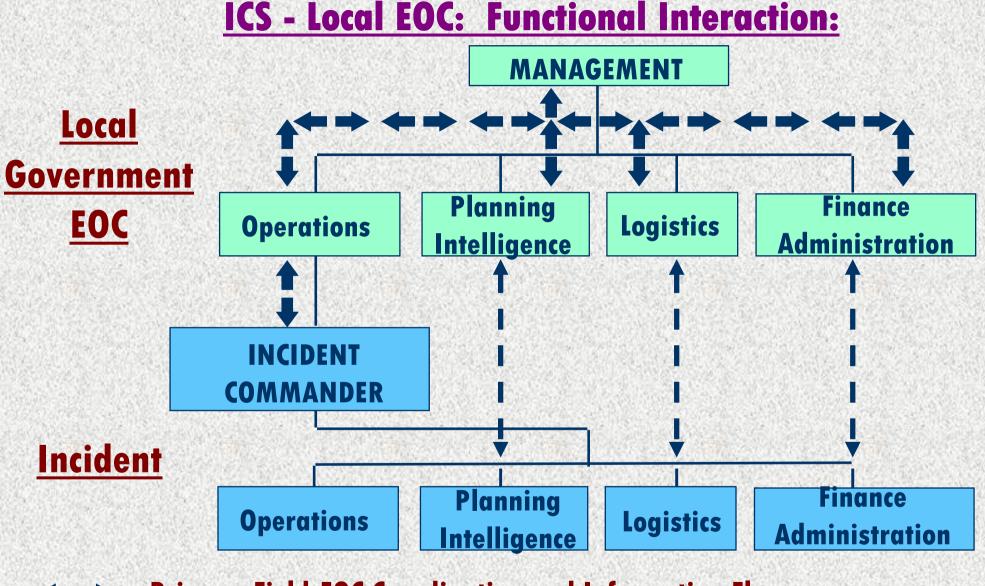


#### Interaction Between Levels and Functions:

FIELD DOC To MANAGEMENT COMMAND **OPERATIONS \( \cdot\) OPERATIONS** PLANNING/ **INTELLIGENCE INTELLIGENCE LOGISTICS** ←----- LOGISTICS FINANCE/ ----- FINANCE/ **ADMINISTRATION ADMINISTRATION** 

#### Organizational Interaction:





→ Primary Field-EOC Coordination and Information Flow
→ Lines of secondary communication and coordination
Lines of Management Authority

## Section Two: Operational Area EOC:

- Operational Areasare:
  - Counties
  - All Political
     Subdivisions
     within the County





#### **Operational Area EOCS:**

- Must use all SEMS
   Functions as needed
- Must comply with SEMS Regulations
- Must use existing fire and law enforcement mutual aid systems

- Must practice interagency coordination
- Must establish
   communication with
   Local Government
   EOCS when
   activated.

# What Does The Operational Area EOC Do?

- Promotes <u>centralized</u> <u>emergency management!</u>
- Facilitates inter-agency coordination among all local governments in the Operational Area
- Link between Local Government and the OES Region

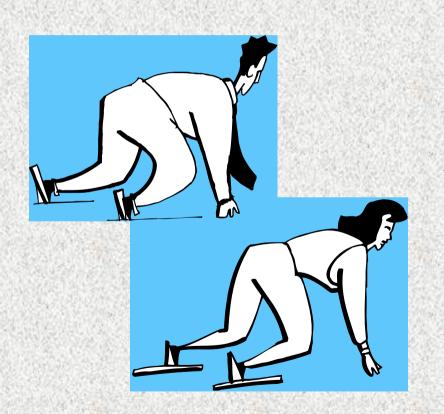
## The Operational Area Must Also:



- Organize and maintain the Operational Area
- Assume the responsibility as the lead agency
- Activate the Operational Area as required



#### **Activation Criteria:**



- Local Government EOC is activated & requests Op Area activation
- ◆ 2 or more cities have proclaimed a local emergency
- County and at least 1 other city has proclaimed

#### **More Criteria:**

- A Governor's
   Proclamation has been requested
- ◆ A Gubernatorial Proclamation is obtained for the county or 2 or more cities

- Operational Area requests resources from outside its boundaries
- Operational Area receives resource requests from outside its boundaries \*\*

\*\*Exception: Resources are processed through
Mutual Aid Systems



- Management:
  - Overall Policy Coordination

- Operations:
  - Support Local Govt.Response
  - Facilitate Inter-agency
     Coordination
  - Implement EOC Action
     Plan



- Planning Intelligence:
  - Collect, analyze, disseminate information
  - Develop the EOC Action Plan

- Logistics:
  - Resource Support
- FinanceAdministration:
  - Fiscal Tracking

## Who Staffs the Operational Area EOC?



- Lead Agency Staff for Each SEMS Function
- Agency Representatives
- OES Region Field Reps
- Mutual Aid Coordinators
- Others as needed



### Standard Terms and Definitions

- What are:
  - Sections?
  - Branches?
  - Groups?
  - Units?



- ♦ What are:
  - Leaders?
  - Chiefs?
  - Coordinators?
  - Supervisors?

## Organizing Staff Within the EOC:

- Organizing staff
   effectively promotes:
  - Efficient tasking
  - Proper span of control
  - Appropriate lines of authority

- Recommended Hierarchy:
  - Section
  - Branch
  - Group
  - Unit



#### Operational Area EOC SEMS Organization Chart:

**EOC Director** 

**Operations** 

Planning Intelligence

**Logistics** 

Finance
Administration



REFER TO PARTICIPANT
MANUAL..Page #55

# Role of the General Staff (EOC Director and Section Coordinators):



- Provide direct oversight for all SEMS Functions
- Responsible for completing Action Plan goals and objectives
- Must promote interagency coordination

### Mutual Aid Systems in the EOC:

- Mutual Aid Systems may be coordinated at the EOC
- If not coordinated at the EOC, mutual aid status and information should be available through
   Branch Coordinators in Operations

Resources not
 available through
 mutual aid channels
 may be ordered
 through the EOC
 Logistics Section

# Inter-agency Coordination Means Working Together To:

- Establish response priorities
- ◆ Facilitate effective communication
- Allocate resources
- Develop strategies
- Share information



# Coordinating with Community-Based Organizations

- Organizations that have a key role in response operations should be represented in the local government EOC
- If the organization serves the entire county, they should be represented at the Operational Area EOC



### Response Information Management System (RIMS):



- Information system that links all Operational Areas, OES Regions, and State OES
- Information sharing relative to:
  - Situation Reports
  - Resource / Mission Requests
  - Emergency Information



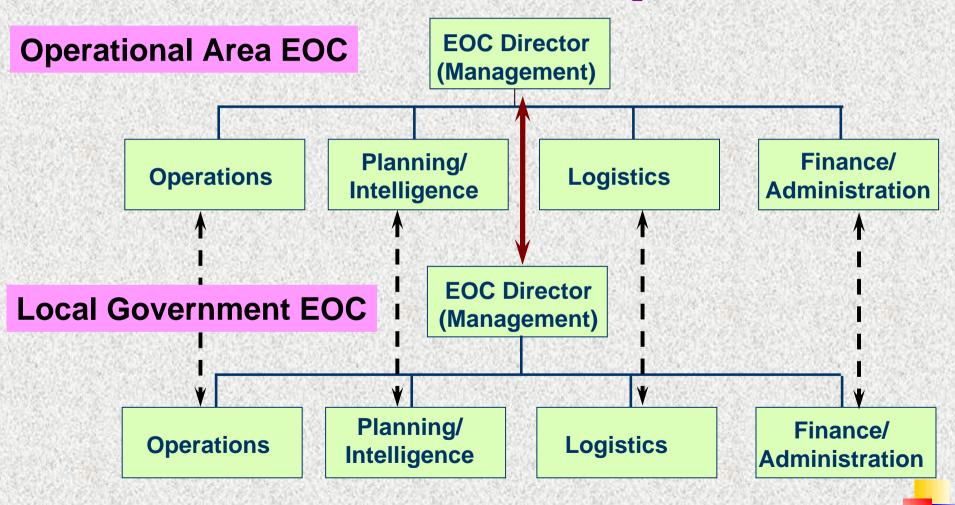
#### Communicating with the Local Government EOC

 The Operational Area EOC must establish communication with any activated Local Government EOC





### Policy / Coordination Relationships





- Inter-agency Groups are formed at the Operational Area as required
- Agency Representatives should have operational decisionmaking authority

- Agencies Represented:
  - County
  - Affected Cities
  - Involved Special Districts
  - Other organizations as required

#### **Special District Coordination:**

- Special District Serves only one Jurisdiction:
  - Special District provides an agency representative in the jurisdiction's EOC

- Special District Serves
   Multiple Jurisdictions:
  - Special District provides agency representatives to each jurisdiction, or...
  - Provides one agency representative at the Operational Area EOC

# Other Ways To Coordinate With Special Districts?



How does your
 jurisdiction or district
 promote and maintain
 inter-agency
 coordination?





- OES Administrative Regions:
  - Southern (Los Alamitos AFRC)
  - Coastal (Oakland)
  - Inland (Mather)

#### OES vs. Mutual Aid Regions:



- Six Mutual AidRegions
- Map depicts OES / Mutual Aid Region
  Relationship and Distribution (Page 63)

#### What Does The REOC Do?

- Coordinate and communicate with and between the State SOC and Operational Areas within the Region.
- Provide direct mission and resource support to Operational Areas as required.
- ◆ Coordinate mission requests and response activities with State Agency Department Operations Centers.



## REOC Operational Responsibilities:

- State's Primary Link with Operational Areas
- Coordinate Disaster
   Response of State and
   Federal Agencies, in
   Support of Local
   Governments
- Provide Operational
   Guidance to Local
   Governments as Needed
   During the Emergency
- Assist Local Jurisdictions with the Recovery Process



#### **REOC Activation Criteria:**

- Within 1 hour of the activation of an Operational Area in the Region.
- At the direction of the Regional Administrator.
- Event occurs resulting in a local proclamation of an emergency.





- SOC delegates authority to the REOC Director
- REOC Director provides
   oversight for purchasing
   activities assigned to
   Finance Administration





#### **Mission Numbers:**

- Authorize expenses associated with the use of State agency resources
- REOC Director
   oversees Mission
   Assignment /
   Authorization process





#### **Procurement Policy:**

- Life Safety or TimeCritical Situations:
  - Resources procured from the NEAREST AVAILABLE SOURCE!
- Non-critical Procurement Priority:
  - Utilize State-owned resources first
  - Donated Goods/Services
  - Lease or purchased goods or services



### 5 SEMS Functions in the REOC:

- Management
- Operations
- Planning Intelligence
- Logistics
- FinanceAdministration





- ◆ REOC Director implements OES Policy within the Region. Oversees joint efforts of all agencies at the REOC
- ◆ Public Information Team develops media releases in coordination with the SOC.
- ◆ Liaison Officer ensures adequate support for agency representatives responding to the REOC.



### **Operations:**

 Coordination of branches within the Section that are activated in support of Operational Areas.





### Planning Intelligence:

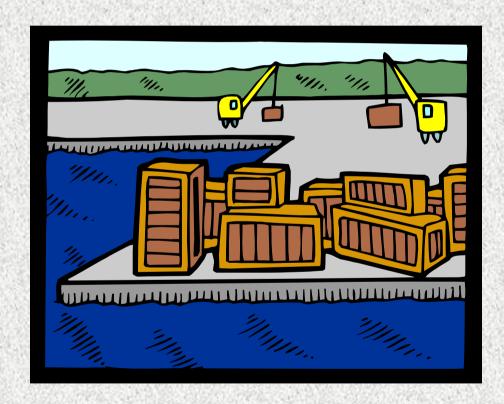
- Collects, analyzes, and disseminates information.
- Develops REOC Action
   Plan with other Sections.
- Develops Situation Reports.
- Documentation





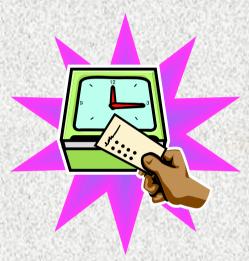
### Logistics:

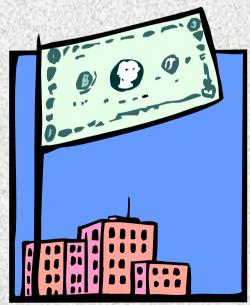
- Procures / Provides:
  - Facilities
  - Services
  - Personnel
  - Equipment / Supplies





#### **Finance Administration:**





- Purchasing
- Cost Accounting
- **♦ Time**
- Compensation &Claims
- DSR Record-keeping



## REOC SEMS Organization Chart:

**REOC Director** 

**Operations** 

Planning Intelligence

**Logistics** 

Finance
Administration

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MANUAL ...Page #70



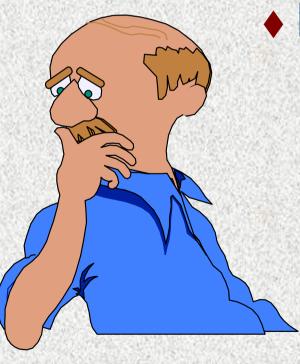
- Activate what is needed, but remember...
- ◆ If position is not activated, responsibility to "get the job done" rests with the next position above in the organization





## Standard Terms and Definitions

- ♦ What are:
  - Sections?
  - Branches?
  - Groups?
  - Units?



- **◆ Define:** 
  - REOC Director?
  - SectionCoordinator?
  - Branch, Group, Unit Coordinator?

### **Staffing Guidelines:**

- ♦ Be aware of Span of Control Issues:
  - 1-3 ratio (Consider Consolidating Duties)
  - 1-7 ratio (Consider Activating More Elements)
- One person may fill multiple positions, however...SEMS Functions should not be combined!

## Pre-designated REOC Teams:



- May consist of the following organizations:
  - Primary OES Region Staff Members
  - Other OES Regions and Branches
  - Other State Agencies
  - Emergency Management Mutual Aid Staff (EMMA)
  - Emergency Hires (Generally for Recovery Activities)

# Role of the General Staff (REOC Director and Section Coordinators):



- Provide direct oversight for all SEMS Functions
- Responsible for completing Action Plan goals and objectives
- Must promote interagency coordination

# Inter-agency Coordination Means Working Together To:

- Establish response priorities
- ◆ Facilitate effective communication
- Allocate resources
- Develop strategies
- Share information



## Mutual Aid Systems and the REOC:

- Regional Mutual Aid Coordinators are not located at the REOC.
- Mutual Aid Coordinators share information with the REOC, through branches in Operations.
- Branch Coordinators at the REOC can assist with the Mutual Aid response.
- Open communication between REOC Director and Mutual Aid Coordinators is vital.

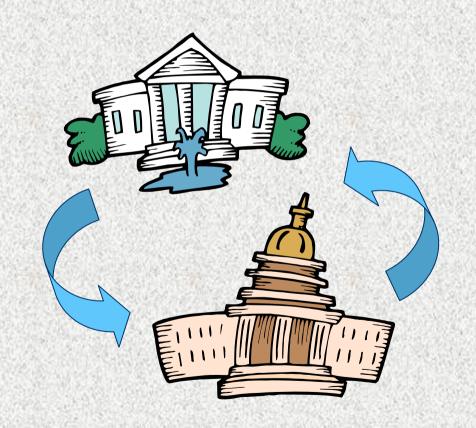




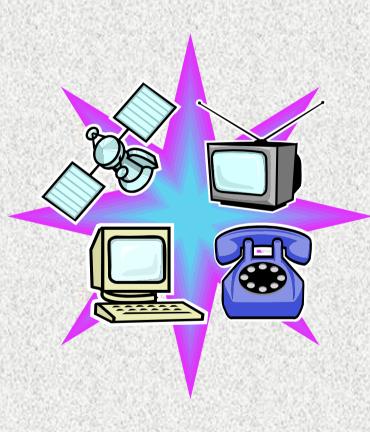
- Is resource available within the Operational Area?
- Is resource available through Mutual Aid?
- If not, REOC Logistics can assist with procurement.

## Federal / State Coordination at the REOC:

- OES requests Federal Response Plan activation
- ◆ FEMA activates Emergency Support Functions (ESF'S) represented in the REOC
- Close coordination is essential



## Response Information Management System (RIMS):



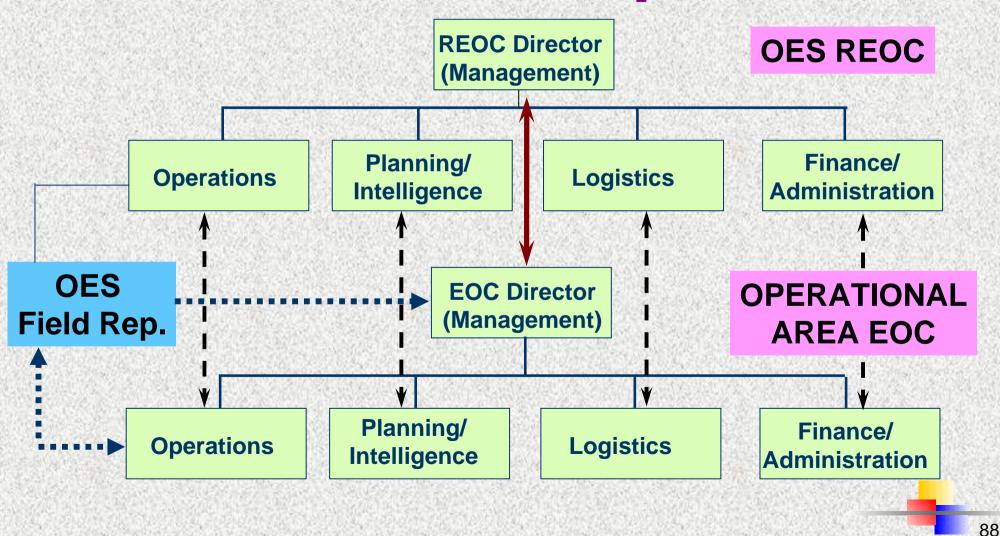
- Primary communications link between all Operational Areas and OES REOCS
- Information sharing relative to:
  - Situation Reports
  - Resource / Mission Requests
  - Emergency Information

## REOC / Operational Area Coordination:

- ◆ REOC Field Representative at Operational Area EOC
- Operational Area
   Representative at the
   REOC
- **◆ Telecommunication Links**



## Policy / Coordination Relationships



## Section Four: OES State Operations Center (SOC)



- OES State Operations Center:
  - 3650 Schriever Avenue
     Mather, CA 95655

# What is the Role of the State Operations Center?

- Overall State Coordinator for state-wide disasters <u>involving multiple REOC</u> <u>activation.</u>
- Mission number / purchasing responsibility <u>until appropriate REOCS are</u> <u>activated.</u>

### Additional Responsibility:

- On-going coordination with State Agency Department Operations Centers
- Assists REOCS with Mutual Aid issues as required.
- Overall coordination with Federal agencies.
- ◆ Coordination of State-wide public information.
- Assist with State agency recovery efforts.



#### **SOC Activation Criteria:**

- Upon activation of any REOC.
- Gubernatorial Proclamation of a "State of Emergency."
- Earthquake or volcanic eruption prediction.





#### **SOC Activation:**

- Upon Activation, the SOC establishes communication with:
  - Activated REOCS
  - State Agency DOCS
  - Federal Agencies involved in the response

- SOC Activation Levels Depend on:
  - Nature, Scope,Duration
  - Degree of activation at Region level
  - Degree of REOC support required



### **SOC Organization:**



REFER TO PARTICIPANT
MANUAL ...Page #87



## 5 SEMS Functions in the SOC:

- Management
- Operations
- Planning Intelligence
- Logistics
- FinanceAdministration



### Management:

- SOC Director implements policy of the OES Director
- ◆ SOC coordinates joint efforts of all agencies operating at the SEMS State Level.
- Information & Public Affairs manages State's Public Information Program
- Liaison Officer ensures adequate support for agency representatives responding to the SOC.



### **Operations:**

 Coordination of branches within the Section that are activated in support of the REOCS.





### Planning Intelligence:

- Collects, analyzes, and disseminates information.
- Develops SOC Action Plan.
- Develops Situation Reports.
- Documentation





### Logistics:

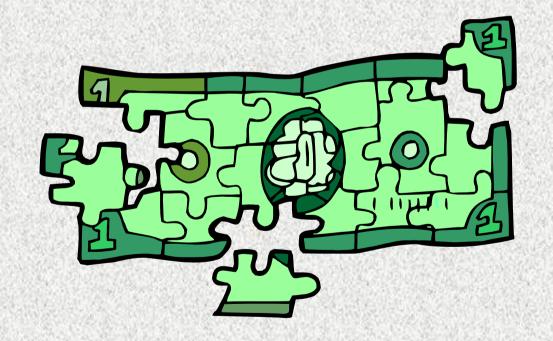
- Provides logistical support to the REOCS
- Supports facility, personnel, and other logistical needs of the SOC





#### **Finance Administration:**

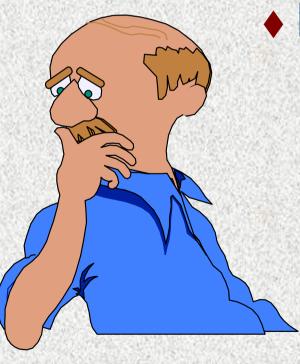
 Performs State-level fiscal tracking, purchasing, and other budgetary and accounting activity.





## Standard Terms and Definitions

- ♦ What are:
  - Sections?
  - Branches?
  - Groups?
  - Units?



- **◆ Define:** 
  - SOC Director?
  - SectionCoordinator?
  - Branch, Group, Unit Coordinator?

### **Staffing Guidelines:**

- ♦ Be aware of Span of Control Issues:
  - 1-3 ratio (Consider Consolidating Duties)
  - 1-7 ratio (Consider Activating More Elements)
- One person may fill multiple positions, however...SEMS Functions should not be combined!



#### **Levels of Activation:**

- Activate what is needed, but remember...
- ◆ If position is not activated, responsibility to "get the job done" rests with the next position above in the organization



# Role of the General Staff (REOC Director and Section Coordinators):



- Provide direct oversight for all SEMS Functions
- Responsible for completing SOC Action Plan goals and objectives
- Must promote interagency coordination

## Inter-agency Coordination at the SOC, Means Working Together To:

- Establish priorities
- ◆ Facilitate effective communication
- Allocate resources
- Share information



### Federal Agency Representatives at the SOC:

- REOCS are the primary point of coordination for Federal ESF Coordinators
- ESF Coordinators should be physically located at the REOCS

#### **EXCEPTIONS:**

- The SOC has been designated as the primary State Response Center
- Special circumstances require ESF presence at the SOC.

# State Level / Region Level Coordination:

- SOC / REOCS Collaborate on the following:
  - Preparation of the State Situation Report
  - Preparation of State-wide Public Information Announcements
  - Monitoring of Resource Requests and Allocation
  - Coordination with Federal Agencies



#### SOC / REOC Support Relationship:

